

**Minutes of the
Wyoming Senior Services Board Meeting**

Friday, September 23, 2011

2:00pm-4:25pm

Riverton Senior Citizen Center

Attendees: WSSB Board Members: Judy Allshouse, Floyd Huxford, Elouise Rossler/Emergency Grant Coordinator, Jean Pinter, Jo-Maxfield-Cox/chairperson, Liz Vigil, Ky Dixon/Vice chairperson, Ginny Mahoney, Sarah Blakeman, Ursula Huckfeldt, April Getchius and #35 guests. See attached list of guest information.

Tim Ernst is unable to attend today's meeting. Ginny Mahoney Director of Senior Services will be representing Tim today.

Call to Order by chairperson Jo-Maxfield-Cox @ 2:05pm. Sign in sheet was distributed to and signed by all attendees as attached.

Roll call /Introductions

Financial Report of FY 2012 First Quarter will be presented by Liz Vigil, Aging Division's Fiscal Manager at October 27th meeting due to the timing of this meeting- FY quarter ends Sept 30, 2011.

Minutes were presented in mailed meeting packet. Discussion followed. Ky Dixon presented corrections on the important distinction/differences on policies discussed during her meeting with Senator Marty Martin, Marge Meyers, and Liz Vigil regarding the Silver Haired Legislature. Discussion followed. Ursula made a motion to accept the minutes as presented with the corrections from Ky Dixon. Floyd seconded the motion. Motion passed with the corrections. Hand written correction attached to these minutes as presented by Ky Dixon.

2010/2011 WSSB Report to the Governor- Jo reported that the biennial WSSB report due to Governor Mead by September 1st was presented to him on time. It will be available on the WSSB Website soon.

The following three Aging Division employees are, at present, the only individuals allowed to remove from, change, or enter new information onto the WSSB Website: Tim Ernst, Liz Vigil, and Debbie Walters.

Request from the Young At Heart Senior Center to revise all of its FY 2012 WSSB Grants due to the fact that other grants applied for and previously awarded are not available. The funding amount in YAH's WSSB grants is the same but, if allowed, the funds will be dispersed differently than originally applied for in its grants. The dollar amounts for the awarded grants are not being changed, just being redistributed. Ky Dixon moved to accept revisions. Ursula seconded the motion. Discussion: Judy Allshouse asked to clarify names and location of the Rock Springs Young At Heart Director: Jeanine Cox – relation to chairperson? No. Jo Maxfield-Cox clarified there is no relation. If line item changes of more than 10% are needed in WSSB grants, projects need to make revisions after seeking WSSB permission to do so. Chairperson called for the vote. Motion passed.

Chairperson Cox entertained a motion to approve the **4th quarter reports** from FY ending June 30, 2011 as listed on attachment to these minutes about same. Ky Dixon made a motion to approve listed 4th quarter reports. Floyd Huxford seconded the motion. Motion passed.

First quarter reports of FY 2012 will be due Monday, October 17, 2011 since the 15th falls on a Saturday.

Jo Maxfield-Cox noted that WSSB board members will have **training on approving quarterly reports** at the end of today's meeting. The training will be presented by Ky Dixon.

Chairperson appealed to project directors to become **Silver Haired Legislature's volunteer leader**. Interested directors should apply by writing a letter to WASPD's Chairperson soon.

Emergency Grant updates:

Close out reports received from Natrona County MOW and Uinita Senior Center Inc.

Emergency Grants for considerations today:

1. Services for Seniors of Wheatland
 2. Uinita Senior Center Inc.
 3. Kemmerer Senior Center
- Services for Seniors of Wheatland Emergency Grant reviewed. This center is requesting \$9,288.00 for the repair and structural replacement of the west dining room wall and window at the Wheatland location. Discussion: Judy Allshouse asked whether the contractor had considered other hidden costs in the repair. Wheatland responded they plan on staying at this location and the contractor feels this repair will be sufficient. Floyd inquired when this building was built: about 1970. The seniors own the building and are working on purchasing the land. Ky Dixon made a motion to approve this E. Grant for \$9288.00 Elouise seconded the motion. Motion passed.

- Uinita Senior Center Inc. Emergency Grant reviewed. This E. Grant, \$6,091.72, is to replace convection ovens in the kitchen. Discussion: County owns the building but the Senior Center owns all of the equipment. Judy inquired if cost of installation by an electrician or the manufacturer is included as improper installation can often void warrantee. Sarah Blakeman, Uinita's Director was present and stated installation is included. Ursula made a motion to approve this E. Grant request. Floyd seconded the motion. Motion passed.
- Chairperson Jo Maxfield-Cox clarified that there is an E. grant budget of \$140,000 for FY 2012 with an additional \$41,000 available from unobligated funds that have not been used in recent years.
- Kemmerer Senior Center presented an Emergency Grant request for \$10,950.00 for a new commercial dishwasher. Discussion followed: Floyd inquired if the sink was included in this dollar amount as it looked to him as the sink had issues as well. No sink included. Judy made the motion to approve this grant. Eloise seconded the motion. Motion passed.

Review Revised WSSB Rules to Policies

WSSB withdrew Rule changes of 2009 from the Attorney General's Office. Attorney General's Office recommended making as many Rules as possible into policies because policies can be changed by a board vote. If WSSB votes to do this, seven pages of Rules can be condensed to four pages of Rules. All statutes are sited correctly and mirrored in policies with the exception of the Silver Haired Legislature and the Wage Supplement Policies. Neither the SHL nor the Wage Supplement Grants are sited in Statute with the exception of Wage Supplement Grant 1 which was changed from Footnote to Statute by the 2011 Legislature. Though it is a known fact that this change happened, WSSB is unable to find it in the most recent, 2011, State Statutes. When material was removed from the Rules and made into policy, no changes were made and state statutes were followed to the letter. Ky Dixon moved that WSSB follow the recommendation from the AGO and approve the changes to the Rules. Eloise Rossler seconded Key's motion. Discussion that followed included the following: after the new Rules are approved by the Attorney General's Office, these Rules will be published for review for 45 days. Probably the new Rules will not be in effect until April at the earliest. One senior project director, Jeri Battlefield, expressed concern that the project directors were not included in this change process and feels disturbed that the project directors were circumvented in this process. Chairperson recognized the concern as project directors feel a great ownership for the WSSB money and the Rules or policies that govern the funds. Jo apologized for the oversight of not including the project directors in the work session when the changes were effected. The board feels comfortable in following the recommendation of the Attorney General. Question was addressed to Ginny Mahoney, Aging Division's Administrator, about whether the Rules for consideration need to be approved. Ginny responded that they did. Chairperson called for the Question. Motion passed unanimously.

Chairperson called for a **15 minute break**.

Chairperson called the meeting back to order at 3:40pm

Policy reviews in alphabetical order/changing rules to policies:

Policy #WSSB-92211-2 Board Compensation - Eloise moved to accept this policy as presented. Ursula seconded the motion. Motion passed. (See attached)

Policy #WSBB-92211-01 Board Elections- Ky moved to accept this policy as presented. Floyd seconded the motion. Motion passed. (See attached)

Policy #WSSB-91611-04 Budget Revisions- Ursula moved to accept this policy as presented. Floyd seconded the motion. Motion passed. Note that three month extensions are no longer possible because of changes in the State of Wyoming's fiscal policies. (See attached)

Policy #WSSB-51810-2 (REV 09/16/11)-Determinants of Eligible Meal and Eligible Site -Floyd made a motion to accept this policy as presented. Ursula seconded the motion. Motion Passed. (See attached)

Policy #WSSB-92211-3- Formula Determination- Ky made a motion to accept this policy as presented. Eloise seconded. Motion passed. (See attached)

Policy #WSSB-81511-01- Funding, Education, and Directives to Non-Compliant Sr. Centers- Ursula made a motion to accept this policy. Floyd seconded the motion. Motion Passed. (See attached)

Policy #WSSB-? Grant Applications- WSSB's exofficio member, Tim Ernst will assign a policy number. Ky Dixon made a motion to accept this policy as presented. Eloise seconded the motion. Motion passed.

Policy #WSSB-91611-03 - Unexpected and Unobligated Funds- Eloise made a motion to accept policy as presented. Floyd seconded. Motion Passed. (See attached)

Policy #WSSB-9162011 (REV 09/16/11) - Problem Solving Policy- Ky Dixon made a motion to accept policy as presented. Ursula seconded the motion. Motion Passed.

Policy #WSSB-91611-02(REV 09/16/11) - Second Half Funding of Formula Grant- Floyd made a motion to accept the policy as presented. Eloise seconded the motion. Motion passed. (See attached)

Ky Dixon stated there is no policy written as yet making it possible for board members to review the quarterly reports of the projects assigned to them , to request corrections to the reports as necessary, then to approve them, and to notify the board chair and the projects that their reports are approved. Such a policy, when written and if passed, will remove the necessity of waiting until the next WSSB meeting for the full board to approve quarterly reports. This is especially important in the case of first quarter reports because the process necessary to pay the second half of the Formula Grant funding to senior projects cannot begin until the first quarter reports are approved.

Ky Dixon thanked Ginny and Jo for their work in reviewing these policies after the work session.

WASPD Report- Sarah reported that a New Director Training and meeting will be held in October. It will include some training about WSSB by Jo Cox. There will be more on-line training offered as an option.

WSSB's next board meeting date needs to be set. Dates discussed. Next meeting Thursday, October 27, 2011 in Riverton at 1:00pm.

Old Business- none

New Business- none

Public Comments

- Frank Tanner/Riverton inquired about how you become a member of the WSSB. Jo replied: send a letter of interest, qualifications, and a requested application to the Governor's Office. There are no term limits. The Governor tries not to appoint duplicate WSSB members from the same county.
- Frank Tanner/Riverton asked if grant proposals are public record. Jo is not sure but will find the correct answer for next meeting.
- The policies that don't have to wait until the Rules process is completed will be available on the website. The others, passed today, will be placed on the web site following completion of the Rules process.

Being there were no further public comments, Chairperson Jo Maxfield-Cox adjourned the meeting to begin the training session, led by Ky Dixon, for new WSSB members at 4:00pm

Respectfully submitted,

Judy Allshouse

WSSB Secretary

Jo Maxfield-Cox

WSSB Chairwoman

2011



FIRST FEDERAL
Savings Bank

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I met with - Senator Marty Martin
Marge Meyers, Liz Vigil regarding
Silver Haired Legislature

The consensus of the meeting was
as follows

1. Responsibility will remain as
is -

Legislature appropriates funds for SHL

Wyoming Senior Services Board
serves as a funding pass-through
our function is only

1. To approve a contract for
Silver Haired Legislature administration
as recommended by WASPD

2. Establish policies which
pertain to the distribution
of funding

WSSB is not responsible for
establishing procedural policies
or training of SHL

That is the
responsibility of WASPD - through the
Administrative Contract

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2011



FIRST FEDERAL
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JANUARY

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To Clarify, then - the appropriate
contact for ~~SHL~~ ~~administration~~ administration
and training issues is the
administrative contractor through
the Asst. of Senior Project Director -

Currently Marge Myers - Crook
County

We discussed the potential for
cost over - runs for SHC -
As you know this year there
was about \$500 which was covered
from previous fiscal year funding
which was available.

It would be possible for
WSSB to cover small cost over - runs
from administrative funds but
that would have to be a
decision of the board should
it become necessary to consider
it in the future.

- End of year, 4th quarter report, is the only quarterly report that requires a narrative.
- Keep paper grant copies and quarterly reports for three years.
- Need to review both the original grants and quarterly reports to be sure the dollar amounts granted and the total dollar amounts listed for each grant on the quarterly reports match.
- Ky will send list of projects to all board members.
- 2012 Fiscal year is July 1, 2011- June 30, 2012
- Unduplicated Seniors Served count is an important number (found at the bottom of the quarterly Basic and Formula report page.)
- Now- October review all Grants and wait for quarterly reports. The Aging Division receives and files the originals with signatures. Check to see if the reports list the correct grant total NOW. It is important to have senior centers use all of grant money if possible by end of year. Watch how money is being spent. If money is not being spent, contact project director to inquire about issues. They need to plan ahead to use grant money for salaries/wages so they can spend it all.
- End of July all money except second half of Formula Grant is sent to centers. The second half of the Formula grant money is sent to centers by the end of December
- Notify project directors that their grants look ok/acceptable and that you will be recommending them for approval.
- Keep grants and bring them to board meeting.
- Check to see if you can open excel files.
- Emergency Grant Coordinator will be Eloise Rossler.

Secretary Judy Allshouse